

Creating a Corporate AI Policy

1. Purpose and Scope

- Define the objectives of the AI policy.
- Specify which areas, departments, or operations the policy applies to.

2. Governance and Oversight

- Outline the roles and responsibilities of stakeholders involved in AI initiatives.
- Establish an AI ethics committee or oversight board.

3. Ethical Principles and Guidelines

- Articulate the core ethical principles guiding AI use, such as fairness, transparency, accountability, and privacy.
- Include commitments to human rights, non-discrimination, and inclusivity.

4. Data Management and Privacy

- Set standards for data collection, storage, processing, and sharing.
- Address user consent, data security, and compliance with regulations.

5. AI Development and Deployment

- Define best practices for developing and implementing AI systems.
- Include guidelines for testing, validation, and monitoring of AI performance.

6. Risk Management

- Identify potential risks associated with AI use, such as bias, security breaches, or unintended consequences.
- Establish protocols for risk assessment, mitigation, and response.

7. Employee Training and Awareness

- Mandate training programs to ensure employees understand AI policies and ethical standards.
- Encourage ongoing education about AI advancements and ethical challenges.

8. Compliance and Accountability

- Outline procedures for auditing AI systems and ensuring adherence to the policy.
- Define consequences for policy violations and mechanisms for reporting concerns.

9. Continuous Improvement and Feedback

- Establish a framework for regularly reviewing and updating the AI policy.
- Include mechanisms for stakeholder feedback and adaptation to evolving technologies and regulations.

Preferred Vendors

- GovDash- Full Suite
 - Procurement Sciences- Full Suite
 - pWinAI- Up-and-Coming
 - UseRogue- Basic writing support
 - GovPro AI- best for SMALL teams with few people, a la carte models
 - Sweetspot, GovMates- Business Intelligence focused
-
- ChatGPT (paid model)
 - Anthropic- Claude 3.5

FREEBIE!! Federal Proposal Coordinator GPT:

<https://chat.openai.com/g/g-wi9JwU5rM-federal-proposal-coordinator>

Sample Prompts (and ideas for GPTs!)

- Proposal Development Checklist: "Generate a comprehensive checklist for drafting a federal proposal that ensures compliance and meets [all evaluator criteria]."
 - Compliance Matrix Builder: "Create a compliance matrix template that can be updated based on federal solicitation requirements."
 - Executive Summary Drafting: "Draft an executive summary for [a federal proposal] that highlights [my key benefits] and aligns with [the government's objectives]."
 - SWOT Analysis: "Conduct a SWOT analysis for a [new market] we are considering entering with our services."
 - Competitive Analysis Framework "Develop a framework for conducting competitive analysis specific to [federal clients]."
 - Win Theme Generator: "List potential win themes for a proposal based on the [client's strategic goals] and [past performance]."
 - Pricing Strategy Model "Suggest a pricing strategy for a government proposal that balances competitiveness with profitability."
 - Project Timeline Estimator "Estimate a project timeline for a typical federal proposal process, including all critical milestones."
 - Risk Assessment Tool: "Identify and assess potential risks in pursuing a [government RFP] and suggest mitigation strategies."
 - Decision Matrix for Bid/No-Bid: "Create a decision matrix to evaluate whether to bid on a government contract based on [set criteria]" (like budget, alignment, and resources.)
 - Team Alignment Workshops: "Outline a workshop for aligning the proposal team's understanding of the [project's goals] and [evaluation criteria]."
 - Stakeholder Engagement Plan: "Draft a plan for engaging key stakeholders during the proposal development phase."
 - Revision and Peer Review Guidelines: "Set guidelines for the [revision and peer review process] to ensure the [proposal] is clear, compelling, and compliant."
 - Proposal Debrief Analyzer: "Create a template for analyzing feedback from unsuccessful proposals to improve future submissions."
 - Efficiency Tracking System: "Suggest or build a system or tool to track time spent on various proposal activities to identify areas for process improvement."
-

Support & AI Learning

1. Exploratory Call
2. Platform Options
3. Demo Prep and Review
4. Tool Analysis/ Comparison
5. Platform Training & Adoption



**For today's
participants only!**
Use code SYNTH50 to
get 50% off AI
Courses!

Also consider corporate-wide Introduction to AI & Prompt Engineering Trainings

Rebecca@wanderlinkconsulting.com

Synthminds AI, through their Practical AI Institute provides easy, affordable, and accessible training options for an array of users on a variety of topics around AI and data analytics.

<https://www.PAI.org>